

Division Chiefs, Services Branch

7 September 1948

Chief, Services Branch

Presentation of Legal Problems

1. It is requested that you instruct all personnel under your supervision that the presentation of any legal problems to the Office of General Counsel must be cleared with the Chief, Services Branch before such presentation, either verbally or in writing.

2. This procedure is necessary in order that all aspects of a problem may be given complete consideration, particularly regarding policy, manner of presentation, and justification.

3. This memorandum should be brought to the attention of all personnel in your Division in order to avoid certain complications which have occurred in the past.

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MEM:vm

cc: Chief, Transportation Division  
Chief, Reproduction Division  
Chief, Supply Division  
Chief, Property Control Division  
General Counsel (Mr. Houston) ✓